SUMMARY OF THE ACCREDITATION PROCESS COMMITTEE MEETING JULY 20, 2000

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Thursday July 20, 2000, at 2 p.m. Eastern Daylight Time (EDT). The meeting was led by its former chair, Dr. John Griggs of the U.S. Environmental Protection Agency (EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to elect a new committee chairperson and discuss the changes to Chapter 4 voted in at the Sixth NELAC Annual Meeting (NELAC VI) held in Williamsburg, VA.

INTRODUCTION

Dr. Griggs began the meeting by thanking Mr. Gleason Wheatley for filling in as acting chairperson of the Accreditation Process Committee at the recent annual meeting. Dr. Griggs opened the meeting by asking both Mr. Wheatley and Mr. David Hill to give an overview of NELAC VI and the discussions that occurred about the proposed changes to mobile and auxiliary laboratory accreditation requirements.

OVERVIEW

Mr. Hill began by recounting the flow of discussion concerning the committee's proposed changes to the proposed changes for Section 4.0 and the benefit of the exclusion of the term "auxiliary" from references to mobile laboratories. Mr. Hill also reviewed the historical summary given by Mr. Wheatley on how the committee arrived at the current language in Section 4.0 concerning the mobile laboratory issue and how it was important to move past this issue with language which seemed acceptable to the majority of those in attendance at the annual meeting. Mr. Wheatley gave a summary of the events at the voting session at NELAC VI and the floor amendments that were made and accepted and passed by vote.

COMMITTEE MEMBERSHIP

Election of Committee Chairperson

Dr. Griggs called for nominations for a new Accreditation Process Committee chairperson. None were immediately offered thus Dr. Griggs nominated Ms. Janet Cruse of the Illinois Environmental Protection Agency (IL EPA), Division of Laboratories. Ms. Cruse was elected unanimously as the new Accreditation Process Committee chairperson.

Nomination of Committee Members

Dr. Griggs reminded the committee that there are currently four vacancies on the committee and that he would be recommending to the NELAC Board of Directors two persons that had expressed an interest

in serving on the committee. Ms. Cruse will contact the Membership and Outreach Committee for assistance in filling the remaining vacancies.

ACCREDITATION PROCESS FLOWCHART

The committee discussed the development of a new flowchart that represents the NELAC laboratory accreditation process and timeframes of all components of the process of laboratory accreditation. Ms. Cruse mentioned using the existing flowchart used in the past as a framework for the new version.

CHAPTER 4 - NELAC Standards

There were several corrections to the approved Section 4.0 draft language dated June 29, 2000 those are as follows.

Section 4.0 a)

The word "noncontiguously" will be replaced with "noncontiguous" in the second sentence of the paragraph. Later in the second sentence the word "oversight" will be replaced with the term "technical directorship". The paragraph shall then read:

"An individual fixed-base laboratory requires a separate accreditation. The primary accrediting authority shall determine what constitutes an individual fixed-base laboratory when noncontiguous laboratory facilities operate under the same ownership, technical directorship and quality system as the parent laboratory."

Section 4.0 b)

The paragraph will end with a period instead of a comma.

Section 4.0 c)

There are only minor editorial changes to this paragraph are the exclusion of the article "a" before the term "quality system" and replacing the comma at the end of the paragraph with a period. This paragraph shall read:

"Separate accreditation by the primary accrediting authority is required for a mobile laboratory that is owned by an accredited fixed-base laboratory, operates under the same quality system as the fixed-base laboratory, performs a subset of the analyses for which the fixed-base laboratory is accredited, and operates outside of the state in which the parent fixed-base laboratory is located."

Section 4.1.1.2 Personnel Qualification Clarifications And Exceptions

The wording of this first paragraph will be changed to include the following specifications concerning waste water and sewage treatment. The additional wording is as follows, ", when the facility laboratory is analyzing water treatment/sewage treatment samples collected within the state where the laboratory is situated, the scope of accreditation shall be determined by the accrediting authority".

Section 4.1.1.2 a)

"Notwithstanding any other provision of this section, a full-time employee of a drinking water or sewage treatment facility who holds a valid treatment plant operator's certificate appropriate to the nature and size of such facility shall be deemed to meet the educational and experience requirements serving as the director of the accredited laboratory devoted exclusively to the examination of environmental samples taken within such facility system. Such accreditation for a water treatment facility and/or a sewage treatment facility shall be limited to the scope of that facility's regulatory permit, when the facility laboratory is analyzing water treatment/sewage treatment samples collected within the state where the laboratory is situated, the scope of accreditation shall be determined by the accrediting authority."

Section 4.1.1.2 b)

The second paragraph in this section has only one change. The wording "determined by the" will replace the phrase "at the discretion of the state" at the end of the paragraph.

Section 4.1.8 Change of Ownership And/or Location of Laboratory

The phrase "at the discretion of" will be removed and the word "by" will be inserted. The sentence will then read "Change in ownership and/or location may require an on-site assessment with the elements of the assessment being determined by the primary accrediting authority."

ADJOURNMENT

After closing discussions of the agenda items and thanking the committee members present for their dedication and hard work, Dr. Griggs adjourned the meeting.

ACTION ITEMS ACCREDITATION PROCESS COMMITTEE MEETING JULY 20, 2000

Item No.	Action	Date to be Completed
1.	The committee will draft an updated and expanded Accreditation Process flowchart.	09/28/00
2.	The names of two volunteers will be forwarded to Dr. Charles Brokopp, Chairman of the NELAC Board of Directors, for appointment to the Accreditation Committee.	08/10/00
3.	Ms. Cruse will contact the Membership and Outreach Committee for assistance in filling the last two vacant seats on the Accreditation Process Committee	08/10/00

PARTICIPANTS ACCREDITATION PROCESS COMMITTEE MEETING JULY 20, 2000

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